



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

Ctr # _____

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

October 23, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-14

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Report of Aged Outstanding Payroll Checks
Considered Abandoned Property

Attached is a copy of the report by Payroll Reporting Number(s) listing the outstanding payroll, supplemental and payroll service checks issued for your agency prior to July 1, 1999.

These checks are no longer negotiable by the employee or the agency (void and reissue process). They are now considered abandoned property under R.S. 9:151 – 9:181, can no longer be cleared through OSUP bank accounts, and will be remitted to State Treasurer's Unclaimed Property for proper disposition. Any claims against these dollars must be made through the State Treasurer, Unclaimed Property Section, PO Box 91010, Baton Rouge, LA, 70821-9010, after November 1, 2000.

This report along with any unclaimed checks should be kept in a permanent file for reference and audit purposes. **DO NOT FORWARD UNCLAIMED CHECKS TO OSUP.** Contact State Archives for your agency's retention schedule.

If there are any questions, please contact Angel Vernon at (225) 342-0717.

RSM:ACV:kmb

Attachment